

CHECKLIST FOR RENTAL REGISTRY CARD APPLICATION

Please check that all items listed below are included in the application packet being submitted to the City of Syracuse.

1. Completed Application Form, all blanks are completed even if only with an n/a or not applicable.
2. Completed Application Certification, signed and notarized.
3. A check or money order made payable to "The Commissioner of Finance" in the appropriate amount of \$75.00 for a one family non-owner occupied dwelling or \$125.00 for a two-family non-owner occupied dwelling.
4. If the owner is a corporation, a copy of the Articles of Incorporation.
5. If the owner is a partnership, a copy of the Partnership Agreement.
6. See details below regarding placement of smoke alarms. Follow recommendations of the manufacturer for positioning of the detector within a room.

PART 907.2.10.1.2-OF THE 2007-FIRE CODE OF NEW YORK STATE REGARDING ALL { R-3 } OCCUPANCIES- MEANING ONE AND TWO FAMILY DWELLINGS STATES:

Single or multiple-station smoke alarms shall be installed in one and two family dwellings regardless of the occupant load in all of the following locations;

1. On the ceiling or wall outside of each separate sleeping area in the immediate vicinity of bedrooms.
2. In each room used for sleeping purposes.
3. In each story within a dwelling unit, including basements but not including crawl spaces and uninhabitable attics. In dwellings or dwelling units with split levels and without intervening doors between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full story below the upper level.

CARBON MONOXIDE ALARM REQUIREMENTS EFFECTIVE FEBRUARY 22, 2010

One and two family residences will be required to have one carbon monoxide alarm installed on the lowest story having a sleeping area.